

**Title:** Budget Analyst  
**PG:** 49  
**Status:** Civil Service  
**Position Reports to:** OMB Manager  
**Department:** Employee Engagement

**Class Code:** 2218  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This position provides support to the OMB Manager in accomplishing highly responsible professional, administrative work involving the evaluation of operating procedures utilized in deploying the various programs and services provided by the City of Lakeland to its citizenry and to other internal City departments.

### **ESSENTIAL FUNCTIONS**

1. Provides a wide-range of support to the OMB Manager in the discharge of responsibilities.
2. Performs analyses of various economic alternatives relating to established lines of business and proposed new business processes/ventures.
3. Develops spreadsheet models and assists with short and long-range forecasts relating to the operating and financial performance of established lines of business and proposed new business ventures.
4. Develops and analyzes statistical reports as requested.
5. Participates in benchmarking studies, reviews research statistics and summarizes project results for current services provided by City support and/or for proposed new business ventures.
6. Monitors project compliance and performance results.
7. As needed, assists with monitoring compliance of the adopted annual budget from a fiscal standpoint.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Must have a thorough knowledge of municipal operations and budgeting practices.
2. Must have a thorough knowledge of methods, practices, benchmarking, organizational analysis and Total Quality Management.
3. Skill in researching, collecting and interpreting data.
4. Effective presentation and oral communications skills.
5. Ability to think logically to identify problems and assist in developing creative solutions.
6. Ability to use deductive and inductive reasoning.
7. Ability to organize and assist with multiple projects.
8. Ability to write clearly and concisely on technical subjects of some complexity.
9. Ability to establish and maintain effective working relationships with co-workers and other City employees.
10. Ability to understand and make use of a variety of computer software programs.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that routinely involves walking or standing for several hours at a time, exerting up to 10-25 pounds of force on a recurring basis and routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with course work in Business Administration, Organizational Development, Public Administration, Finance or Accounting.
2. Five (5) years experience involving evaluation of business processes, three (3) of them in governmental management and budgeting.
3. An equivalent combination of education and experience, that is determined to be directly related to the foregoing specific requirements, may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid telephone number.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.